

UPPER CLARK FORK RIVER BASIN RESTORATION GRANTS

**SHORT FORM AND INSTRUCTIONS
For
2006 GRANT CYCLE**

PREPARED BY:

**STATE OF MONTANA
NATURAL RESOURCE DAMAGE PROGRAM
1301 EAST LOCKEY
P. O. BOX 201425
HELENA, MT 59620-1425**

JANUARY 2006

Overview of the Upper Clark Fork River Restoration Fund Grant Program

INTRODUCTION

Mining and mineral processing operations, centered in and around Butte and Anaconda, caused the release of substantial quantities of hazardous substances into the Upper Clark Fork River Basin, resulting in extensive injuries to the natural resources in the area. The Upper Clark Fork River Basin (UCFRB) refers to that portion of the watershed of the Clark Fork River extending from its headwaters, surrounding the city of Butte, downstream to and including the Milltown Reservoir just upstream of the city of Missoula. The UCFRB Restoration Fund was established as a result of a partial settlement of claims asserted in a lawsuit filed by the State of Montana against the Atlantic Richfield Company (ARCO) seeking damages for injury to natural resources in the UCFRB. The UCFRB Restoration Fund contains no Montana taxpayer funds, is administered by the Governor of Montana as trustee for natural resources of the State, and is established to finance projects designed to restore, rehabilitate, replace, or acquire the equivalent of the injured natural resources of the UCFRB.

This application is based on the State's January 2006 *UCFRB Restoration Plan Procedures and Criteria (RPPC)*. This document provides the framework for expending Restoration funds on grant projects that will restore or replace injured natural resources and/or lost services. It sets up an annual restoration grant cycle administered through the Natural Resource Damage Program (NRDP) at the Montana Department of Justice. This is the seventh grant cycle. In the previous six cycles, 50 projects have been approved totaling \$38 million. The annual restoration work plans which outline the approval process and detail the approved projects for each year are available upon request from the NRDP or the NRDP website (www.doj.mt.gov/lands/naturalresource.asp) or at nrdp@mt.gov or (406-444-0205).

This Short Form and Instructions booklet contains the materials necessary to apply for 2006 UCFRB Grant Projects of \$25,000 or less. For grant applicants requesting more than \$25,000, a separate, application form, the Long Form, is available on the NRDP website at (www.doj.mt.gov/lands/naturalresource.asp) or upon request from the NRDP at nrdp@mt.gov or (406-444-0205).

Additional guidance is available upon request or from the NRDP website at www.doj.mt.gov/lands/naturalresource.asp. The additional guidance available includes:

- Application Review Guidelines
- Guidance on Confidentiality, Procurement Provisions and Equipment Policy
- Guidance for Recreational Projects
- Guidelines for Project Applications Involving Aquatic and Terrestrial Resources and Public Recreation
- Guidance for Work on Private Lands
- UCFRB Wildlife Population and Habitat Data

These materials are based on the procedures and criteria for expenditures of the UCFRB Restoration Fund set out in the State's *RPPC* document. Applicants are encouraged to consult the *RPPC* in seeking additional background on the injured natural resources, project requirements, and funding selection process. This document is available upon request from the NRDP website (www.doj.mt.gov/lands/naturalresource.asp) or the NRDP office in Helena.

APPLICATION SUBMITTAL

Applicants shall submit an application containing the following:

- An **original and four (4) additional copies (one copy unbound)** of the application including all supporting documentation and a site map.
- Color maps or photos that are included in the application must be included in all copies.
- Continuous page numbers and a table of contents.
- A 3 1/2" disk or compact disk containing a **compiled** version of the application in WORD format, the budget forms in EXCEL format, and an electronic version of the site map.

The application material should be sent to:

**State of Montana
Natural Resource Damage Program
1301 E. Lockey Avenue
P.O. Box 201425
Helena, MT 59620-1425**

Phone: 406-444-0205

APPLICATION DEADLINES

1. **Grant Projects over \$25,000:** Application forms for grant projects, including project development grants, over \$25,000 must be **delivered to the NRDP or postmarked no later than Friday, March 3, 2006.**
2. **Small Grant Projects of \$25,000 or less:** The application process for small grant projects, including project development grants, of \$25,000 or less is "open-cycle." There is no application deadline, and applications are considered on a first come, first served basis. Applicants for these grants of \$25,000 or less also have the option of following the regular *RPPC* grant cycle (#1 above), which requires submittal no later than March 3, 2006.

If you have questions, or if the NRDP staff can help you in any way, please contact the NRDP office at (406) 444-0205.

RESTORATION GRANT WORKSHOPS

The NRDP will be conducting two restoration grant workshops to assist potential applicants with questions on the grant process and the applications. All grant applicants are strongly encouraged to attend. The workshops will be held at the following locations:

Tuesday, January 31, 2006 from 10:00 a.m. to 3:00 p.m.
Butte Red Lion Inn
2100 Cornell, Butte

Thursday, February 2, 2006 from 10:00 a.m. to 3:00 p.m.
Holiday Inn Express Riverside
1021 E. Broadway, Missoula

Registration is required. To register for a workshop, please contact Kathy Coleman at 444-0229 or email her at nrdp@mt.gov.

APPLICANT ELIGIBILITY

Governmental entities, private individuals who are U.S. citizens, and private entities are eligible to apply for UCFRB Restoration Fund Grants.

PROJECT ELIGIBILITY

Project Type Eligibility: Four types of projects are eligible for UCFRB grant funding:

1. Restoration Projects that will restore, rehabilitate, replace, or acquire the equivalent of injured natural resources and/or the services lost as a result of releases of hazardous substances by ARCO or its predecessors that were the subject of the Montana v. ARCO lawsuit (refer to “Definitions” and “Fact Sheet on Injuries Along the UCFRB” contained in Appendix A for further explanation of the injured natural resources and lost services).
2. Planning projects that involve developing future grant proposals. Funding for project development grants is designed to promote the development of project proposals from entities that have sound restoration ideas but do not have funds available to develop those ideas.
3. Monitoring and Research projects that pertain to restoration of natural resources in the UCFRB.
4. Education projects that pertain to the natural resources or services that were subject of Montana v. ARCO or to acceptable replacements of those resources or services.

Grant Application Submittal Options: Two options exist for application submittal for these four types of projects depending on the amount of the grant request.

1. Regular Grant Cycle Requests over \$25,000: Applications for proposals over \$25,000 must be submitted during the regular grant cycle and are considered with other applications. “Regular Grant Cycle” refers to the schedule provided in the *RPPC* of applications materials being distributed in January, applications due in March (March 3rd), and final funding decisions being made in December 2006.

2. “Open Cycle” Grant Requests of \$25,000 or less: Applications for proposals for \$25,000 or less are considered on an “open cycle” basis. These grant projects can be applied for at any time throughout the year and are considered on a first come, first served basis. This process is not intended for a series of small projects that are really a part of a larger project or otherwise closely linked. Applicants for these two types of projects also have the option of submitting their application during the regular grant cycle to be considered with other projects as described above.

Project Location Eligibility: Only projects that would be located in the UCFRB are eligible for funding. This requirement does not apply to: (1) research or education projects, provided that the proposed research or education pertains to restoration of natural resources located in the UCFRB; (2) a project, or a portion thereof, that would be located outside of the UCFRB but would have the effect of restoring or significantly facilitating the restoration of natural resources or lost services of the UCFRB; and (3) projects to restore native trout, provided such projects are located in the Big Blackfoot River Basin and there is a showing that it would be impractical or uneconomic to restore such trout in the UCFRB.

As set forth in the *RPPC*, projects proposed for funding out the UCFRB Restoration Fund will not be considered if consideration or implementation of the project would interfere, potentially interfere, overlap, or partially overlap with the State’s remaining natural resource damage claims in the Montana v. ARCO lawsuit or with proposed restoration determination plans for the three sites still involved in the litigation, or with the development of such plans. Those sites still involved in litigation are the Upper Clark Fork River, the Anaconda Uplands and Butte Area One. This guidance applies to all types of grant requests, including project development grants, regardless of the funding request. For more information about what areas are ineligible for funding at this time, refer to the “Frequently Asked Questions” in Appendix A or contact the NRDP.

2006 GRANT CYCLE FUNDING LIMITATIONS

A maximum of \$7.5 million from the UCFRB Restoration Fund can be authorized for expenditure in 2006 on grant projects over \$25,000 considered during this regular *RPPC* grant cycle and approved by the Trustee in December 2006. For multi-year projects that involve expenditures beyond 2007, the Trustee may commit funding for subsequent years subject to funding limits set forth for future years. The maximum annual funding limit for small grant projects of \$25,000 or less is \$200,000 per calendar year.

APPLICANT RESPONSIBILITIES

If a project proposal meets minimum qualifications, the applicant will be requested to attend a symposium to give an oral presentation on their project and answer questions posed by the UCFRB Remediation and Restoration Education Advisory Council (Advisory Council). The Advisory Council consists of twelve citizens from the UCFRB representing the public and various interest groups and five government representatives. Applicants will be given adequate notice of the date, time and place of the symposium. A description of the other stages of the funding process and opportunities for applicant input in that process is contained in the “The Funding Selection Process” section of this application.

If the Governor approves a project, the applicant must enter into a grant agreement with NRDP before any funds can be expended or received. Detailed scopes of works and budgets are required in all agreements, and must be approved by NRDP before work that will be paid by Restoration funds begins on the project. **Expenses incurred before the grant agreement becomes effective will not be reimbursed.**

Grant recipients will be required to obtain all necessary work permits and work authorizations and follow State contracting and procurement laws, including State laws on contracting and bid procedures for construction projects. Procurement Guidance to assist applicants in determining what portions of their projects must be competitively bid is available upon request or from the NRDP website. Documentation of procurement procedures will be required to be submitted if the project is funded.

Grant recipients must obtain all necessary insurance. The specific insurance coverage required will depend on the project. Workers Compensation insurance or an Independent Contractor Exemption will be required on all projects as well as General Liability Insurance. Other coverage that may be required includes Auto, Professional Liability and Property.

Grant recipients must keep accurate financial records and documentation for audits. The NRDP can provide information about these requirements. NRDP staff, agents, and appointees must be permitted to monitor performance and visit the project site. All final design plans must be reviewed and approved by the NRDP before construction. The scope of NRDP’s review and approval of design plans is strictly to assure that the design is consistent with the approved scope of work. Depending on the project scope, the NRDP may require prior approval of contracting procedures to assure compliance with applicable competitive bidding requirements.

PRE-APPLICATIONS

Prospective applicants may also, at any time, submit a “Pre-application” to the NRDP. A Pre-application offers an applicant the opportunity to obtain a non-binding opinion from the State on whether a particular conceptual proposal may be an appropriate project for funding out of the UCFRB Restoration Fund before going through the more time-consuming process of preparing a project application. **Applicants should submit a proposal abstract (see pg. 14) and a map of the project area for a Pre-application.** For an example Pre-Application, contact NRDP at nrdp@mt.gov, download from NRDP website or call 444-0205.

WHICH APPLICATION TO USE?

- UCFRB Restoration Projects of \$25,000 or less ⇒ **Short Form**
- Project Development Grants of \$25,000 or less ⇒ **Short Form**
- Monitoring, Research or Education Projects of \$25,000 or less ⇒ **Short Form**

- Pre-applications ⇒ **Proposal Abstract and Map**

- UCFRB Restoration Projects for over \$25,000 ⇒ **Long Form**
- Project Development Grants for over \$25,000 ⇒ **Long Form**
- Monitoring, Research or Education Projects over \$25,000 ⇒ **Long Form**

This booklet contains materials needed to complete the Short Form application. To request a Long Form application, contact NRDP at 406-444-0205 or download the form from the Department of Justice website at www.doj.mt.gov/lands/naturalresource.asp.

FUNDING SELECTION PROCESS

This section describes the framework set out in the *UCFRB Restoration Plan Procedures and Criteria (RPPC)* on how the State, in consultation with other governmental entities, the Advisory Council, and the general public, will make funding decisions.

Minimum Qualification Screening

The NRDP will screen applications for the following minimum qualifications:

- That the application is completed fully and accurately, and contains all necessary information to conduct a full criteria evaluation.
- That the proposed project would restore, rehabilitate, replace or acquire the equivalent of the natural resources injured as a result of releases of hazardous substances by ARCO or its predecessors that were the subject of Montana v. ARCO.
- That the proposed project would be located in the UCFRB, unless the project meets one of the three exceptions indicated under Projection Location Eligibility on p. 5.
- That the applicant has the ability, financial wherewithal, and other qualifications necessary to undertake the proposed project.
- That the project will not potentially interfere, overlap, or partially overlap with the NRD litigation and the associated restoration determination plans for the Butte Area One, Smelter Hill Area Upland Resources and the Upper Clark Fork River remaining claim sites. For more information on these areas, see the frequently asked questions in Appendix A.

If the NRDP determines a project does not meet the minimum qualifications for funding, the applicant, within 15 calendar days of written notice of this determination, may appeal the determination to the Trustee Restoration Council. The Trustee Restoration Council consists of the Governor's Chief of Staff, the Attorney General, the Chairman of the UCFRB Advisory Council, and the directors of the State's three natural resource agencies.

Application Ranking and Evaluation

The *RPPC* details the criteria the State will use to evaluate and rank proposals for funding. Those criteria are generally grouped as follows:

- 9 General Legal Criteria derived from natural resource damage legal requirements
- 9 General Policy Criteria that reflect the State's restoration goals and policies
- 2 General Policy Criteria specific to land acquisition projects
- 2 General Policy Criteria specific to monitoring and research projects

The NRDP will assess the degree to which proposed projects meet each criterion. Then the applications will be ranked against each other. **The adequacy and quality of the application will influence how well a project meets certain *RPPC* criteria and, consequently, affects the project's overall ranking as well.** While no particular criterion is necessarily weighted more heavily than any other, a single criterion could be the deciding factor as to whether a project is approved or disapproved, depending on the circumstances. For example, one of the criteria is an evaluation of the project's effects on human health and safety. If a project posed a significant threat of bodily harm to workers or the public, it is likely that the project would be disapproved on this ground alone, irrespective of any other benefits accruing from the project.

In consultation with various governmental entities and the UCFRB Advisory Council, the NRDP will prepare draft funding recommendations for consideration by the Trustee Restoration Council. The NRDP will then solicit public comment on a draft restoration work plan as directed by this Council. Based on public comment and input from various entities throughout the funding selection process, the Trustee Restoration Council will make recommendations to the Governor. A final funding decision is expected in December 2006.

Funding for small grant proposals of \$25,000 and less is considered on a continuing basis separately from restoration grant proposals over \$25,000. In consultation with various governmental entities and the UCFRB Advisory Council, the NRDP will make draft funding recommendations on these applications to the Trustee Restoration Council, which makes the final funding decisions on them. Funding recommendations will be based on criteria specified in the *RPPC*. Applicants for these grants of \$25,000 or less also have the alternative of following the regular *RPPC* grant cycle.

Instructions for Completing the Short Form Restoration Grant Application

The following section provide the instructions for completion of the Short Form. This Short Form can only be used for grant requests of \$25,000 or less. To ensure applications are complete, use the following checklist.

SHORT FORM APPLICATION CHECKLIST

To check for application completeness, be sure that the following 6 items are included in your application. **Make sure the pages have been numbered continuously in your application and you have included a table of contents.**

_____ **Step 1. An “Applicant Information and Project Summary Form”**

_____ **Step 2. A Project Abstract**

_____ **Step 3. Technical Narrative Outline**

_____ **Step 4. Criteria Statements**

_____ **Step 5. A Proposal Budget using attached EXCEL spreadsheet**

BE SURE TO USE CONSECUTIVE PAGE NUMBERS ON YOUR APPLICATION

Step 1. Applicant Information and Project Summary Form

1. Name of Applicant(s) _____
2. Project Title _____
3. Type of Entity* _____
(city, corporation, private individual, association, etc.)

(***Corporation** and **Foundation** applicants are required to submit corporation information as follows: Articles of Incorporation, and Certificate of Good Standing. **Partnership** applicants are required to submit a Partnership Agreement and a list of the names of the Partners. **Limited Liability Company** applicants are required to submit Articles of Organization, a list of the members/managers, and Certificate of Good Standing. **Associations** are required to submit a list of members, Articles of Incorporation and Certificate of Organization. **Please attach these documents to this form.**)

4. Description of Project Location (Attach map showing location.) _____

5. Injured Natural Resource(s) and/or Impaired Services to be Restored,
Rehabilitated, Replaced or Equivalent Acquired through Project _____

6. Authorized Representative: _____
(Name) (Title)
Mailing Address: _____
(Street/PO Box)

(City/State/Zip) (Telephone)

Contact Person*: _____
(Name) (Title)
Mailing Address*: _____
(Street/PO Box)

(City/State/Zip) (Telephone)

Phone _____

E-mail Address: _____

(*For Corporate, Partnership, L.L.C., or Cooperative Association applicants, list Registered Agent and Office for Service of Process)

7. Proposed Funding Sources

On the table below, enter the source and amount of all funding that may be used for this project. Indicate all potential sources of funds that you intend to apply for this project, even if you have not yet applied for the funds or have not yet received a commitment from the source. Indicate whether matching funds are cash or in-kind.

| Funding Source | | Amount in (\$) Dollars | | | | | Matching Fund Percentage (Funding Source Total/Project Total) |
|-----------------|------------------------|------------------------|-----------------|---------|-------------------|-------|--|
| | | Committed Funds | | | Uncommitted Funds | Total | |
| | | Grants | Non-Grant Funds | | | | |
| | | | Cash | In-kind | | | |
| A. | UCFRB Restoration Fund | | | | | | |
| B. | | | | | | | |
| C. | | | | | | | |
| D. | | | | | | | |
| E. | | | | | | | |
| F. | | | | | | | |
| G. | | | | | | | |
| H. | | | | | | | |
| I. | | | | | | | |
| Non-NRDP Totals | | | | | | | |

8. Estimated Total Project Cost

(Automatically Calculated from spreadsheet above)

9. Private (non-Governmental) Grant Applicant Financial Information

- Are there any lawsuits, judgments, or obligations pending for or against you? _____
- Have you ever declared bankruptcy? _____
- Are any of your tax returns delinquent or under dispute? _____
- Any unpaid deficiencies? _____
- Are you a party to a lawsuit? _____
- Do you have any other contingent liabilities? _____
- Do your current and deferred liabilities exceed the value of your assets? _____

Explain all **YES** answers in a statement attached to this form.

10. Certification for Individuals or Public Entities

Individuals or private entities requesting grant funds must sign the following certification.

Certification for Individuals or Private Entities

I (We) the undersigned, have provided this financial information as part of my (our) application for a grant from the UCFRB Restoration Fund. I (We) certify that the statement is complete and accurate to the best of my (our) knowledge and I (we) authorize the State of Montana to investigate my credit worthiness and any of the matters described above.

Individual(s)

| | | | |
|-------|---------------------|-----------|-------|
| _____ | _____ | _____ | _____ |
| Name | Social Security No. | Signature | Date |

| | | | |
|-------|---------------------|-----------|-------|
| _____ | _____ | _____ | _____ |
| Name | Social Security No. | Signature | Date |

Social Security Numbers will be kept confidential.

Private Entities

| | | | |
|---------------------------|--------------------|-----------|-------|
| _____ | _____ | _____ | _____ |
| Name of Authorizing Agent | Federal Tax ID No. | Signature | Date |

11. Authorizing Statement

An authorized agent/agents representing the applicant must by his/her signature indicate that the application for funds and expenditure of matching funds, as represented, is officially authorized.

Grant Authorization

I hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my knowledge, and that the proposed project complies with all applicable state, local, and federal laws and regulations.

I further declare that, for _____(Project Sponsor), I am legally authorized to enter into a binding contract with the State of Montana to obtain funding if this application is approved. I understand that the Governor must authorize funding for this project.

Project Sponsor

Date

Authorized Representative (signature)

Title

Step 2. Proposal Abstract

Prepare a clear and concise description of your proposal and its benefits to restoration or replacement of natural resources injured and/or the services lost as a result of releases of hazardous substances by ARCO or its predecessors that were the subject of Montana v. ARCO. Also include general information on costs, schedule, tasks involved in the project, and identify project partners. This proposal abstract **as submitted** will be used to inform reviewers and the public about your proposal. For example, your abstract will be included in the UCFRB Riverwatch, a newsletter publication distributed to over 900 individuals or entities. Your abstract should not exceed one typed page.

On your own paper, use the following format for your abstract.

Proposal Abstract

Applicant Name: _____

Project Title: _____

Project Description and Benefits to Restoration:

Step 3. Technical Narrative

Describe the work to be done with the UCFRB Restoration Grant funds and with any matching funds committed to the project. This description must provide sufficient detail to verify that the project is technically feasible and will achieve its objectives. This information will be used as the scope of work for a grant agreement.

Explain the existing situation and the problem your project addresses. Provide the goals and objectives of the project. Identify and discuss the specific tasks that will be carried out through project implementation. Provide a project schedule. **Use the “Outline for Technical Narrative” on the following pages** to organize your presentation and to ensure that nothing is omitted from your discussion. **It is important that all basic information requested in the “Outline for Technical Narrative” be provided in the main text of the application, not the appendices. Any appendices should provide ancillary supporting information and should not serve as the primary source of information. If critical information is buried in the appendices, the applicant risks that it will not be given due consideration in the grant evaluation.**

For portions of this outline, more detailed descriptions are provided on what information is needed for projects that seek to improve aquatic and terrestrial resources and associated public recreation. The NRDP’s “Guidelines for Project Applications Involving Aquatic and Terrestrial Resources and Public Recreation” also includes helpful hints in completing the technical narrative for these types of projects. This document is available upon request or from NRDP website.

The Technical Narrative should not include budget information, which is provided under Step 6.

Please use the following format in presenting your Technical Narrative on your own paper:

Technical Narrative

Applicant Name: _____

Project Title: _____

(text of Technical Narrative)

OUTLINE FOR TECHNICAL NARRATIVE

A. Describe Project Need/Define the Problem.

1. Specifically describe the problem that this project will address.
2. What circumstances precipitated the need for the project?
3. Describe any other ongoing or past efforts to address the needs of the project, including any unsuccessful past efforts.

B. Describe the Project Goals and Objectives.

Note: The success of a project is determined upon achieving the stated goals and objectives. All goals and objectives must be measurable, either quantitatively or qualitatively, and under item F of the technical narrative, applicants are asked to address the link between the goals and objectives and the proposed monitoring tasks.

1. What are the goals of this project, or the problems you intend to solve through implementation of this project?
2. What are the specific project objectives you plan to accomplish in order to achieve these goals?
3. What quantitative and/or qualitative results, if any, will this project achieve?

The following subsections (B1, B2, and B3) provide a more detailed list of the information that should be provided regarding project goals and objectives for projects that seek to improve aquatic and terrestrial resources and associated public recreation.

B1. Describe Current Condition.

1. Describe the current condition of natural resources to be addressed by the project in detail. Describe what data currently exists for the watershed and how it relates to understanding the current condition of natural resources to be addressed by the project. Provide documentation where appropriate.
2. Describe uncertainties regarding the current condition.
3. Provide a map of the project area showing the distribution of the current condition. The map should also display the relationship of the proposed project to the larger scale watershed or region.

B2. Describe Underlying Causes of Current Condition.

1. What are the identified and potential causes of the problem? Of these, what are the limiting factors—those factors that are most responsible for the causes of the current condition?
2. Which of these factors has been quantified and to what degree? Describe any uncertainty about the importance of these factors.
3. Where are the contributing factors located in relation to the proposed project?

B3. Describe Desired Future Condition.

1. Describe project goals and objectives.
2. Describe in detail what changes are desired in the current condition, and what the condition will be when the project has achieved its objectives (use qualitative as well as quantitative descriptions where possible) and the estimated time frame for accomplishing these objectives.
3. Which factors contributing to the current condition will and will not be addressed by the proposed project, to what degree, and how will these affect the desired results of the project?
4. Describe and quantify where possible the primary and secondary benefits of the project. Primary benefits that will result directly from the project are often more quantifiable than secondary benefits. (Note: This is not the same analysis as the “Relationship of Expected Costs to Expected Benefits” Stage 1 decision-making criterion. The discussion here should only identify and quantify, where possible, the benefits of the project, without considering the costs of achieving these benefits.)

C. Describe the Project Implementation Plan. Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective.

1. Describe the overall approach to project implementation.
2. Identify each of the project phases, and the specific tasks comprising each phase and relate them to the project goals and objectives. For example, for construction projects, discuss each phase of construction, including any planning or design activities that must be completed before initiating any construction activities. For land acquisition projects, describe the status of the various steps needed to complete the transaction, such as the title commitment, appraisal, necessary reviews by county planning entities or other governmental entities, or any necessary environmental assessments. For projects that involve aquatic and terrestrial resources and public recreation, describe the tasks proposed to move from current condition to the desired future condition and how the proposed tasks will impact the current condition in a demonstrable manner.
3. Identify the project staff for the particular tasks and quantify the staffing time necessary to complete the project.
4. Identify the contracted services necessary to complete the project.
5. Identify any permits, regulatory approvals or property access agreements that will be needed to complete the project.
6. Indicate whether the project is a phase of a larger project for which additional funding is needed and, if so, the targeted funding sources. Examples include a proposed waterline replacement that is part of larger, system-wide replacement or a stream restoration project on a particular reach that is one part of an entire stream restoration effort.
7. Describe the measures that will be undertaken to ensure long-term effectiveness. For projects involving aquatic and terrestrial resources and/or public recreation, describe the measures that will be undertaken to ensure that the intended resource or recreational improvements will be maintained in the long-term. If the work will occur on private land, explain what measures will be used to assure that future land management activities

will not disrupt areas that will be restored and/or diminish the projects benefits. Include documentation of the current landowner's commitment to conduct these measures. For example, if the project will involve a grazing management plan to reduce impacts to riparian areas, provide documentation of the landowner's intent to comply with this plan. For additional guidance on this issue, please consult the NRDP's "Guidance for Work on Private Lands," which is available upon request or from the NRDP website.

D. Provide a Project Time Schedule.

The format of the project schedule may be either a list of activities, table, or flow chart. The schedule should provide the State with a time frame for the project from the starting date through completion of the project. Tasks or activities should be listed in the expected completion sequence. If particular tasks must be completed prior to others, this should be indicated. In planning a schedule, keep in mind that successful applicants must enter into a grant agreement with NRDP before work covered by Restoration funds begins on a project. If desired, include the schedule with the list of tasks (Item C).

For example, the following expected dates in the project schedule may be applicable to some proposals:

1. Expected dates for submittal and receipt of all required permits, licenses, agreements, and approvals;
2. Expected dates for advertising bids and requests for proposals;
3. Expected contract award dates;
4. Expected dates that each task or activity will begin and end; and
5. Expected project completion date.

E. Describe Methods and Technical Feasibility of the Proposed Project.

1. Provide a detailed description of methods to be used to conduct specific tasks, including appropriate citations/documentation.
2. Describe how this approach has been used successfully to address similar problems, if it has.
3. What are the certainties and uncertainties associated with any innovative approaches to the proposed project?
4. Are there any uncertainties in the proposal that require further resolution? Please discuss these uncertainties.
5. Are there any data gaps and how do you propose to address them?
6. Describe any potential complications and how they may affect the implementation time schedule.

F. Describe the Monitoring Plan.

1. Describe proposed quantitative (e.g., sampling parameters) and/or qualitative (e.g., photo surveys) monitoring activities. Include a description of the link between the goals and objectives specified under item B with the proposed monitoring tasks. For example, if a project goal is to reduce water loss from leaking waterlines, a monitoring task should be included to measure whether or not waterline leakage was reduced by the project. If you have a project for which the success can be determined without monitoring (e.g. a land acquisition), or for which the monitoring needed to document success would not be cost-effective, provide such justification.
2. Describe what monitoring data will be collected, why, how, and by whom.
3. Describe how problems will be addressed if monitoring indicates objectives are not being met.
4. How does this monitoring effort consider or coordinate with other monitoring activities being conducted in the Upper Clark Fork River Basin?

Note: If your project has long-term monitoring needs that exceed five years in duration, the NRDP suggests that you identify long-term needs but only apply/budget for the short-term monitoring that can be completed in five years or less. The NRDP will determine the need for and method of accomplishing any additional monitoring beyond five years.

G. Describe Qualifications of the Project Team:

Briefly summarize the skills, qualifications, and experience of the project team.

H. Provide Supporting Technical Documentation

1. Provide a list of references and literature citations pertinent to the project and the technical approach.
2. Provide a list of unpublished materials relevant to the technical feasibility of the project and indicate where these materials are located. Be prepared to provide copies of these materials upon request.
3. Provide maps or aerial photographs that show the project location. Include pertinent topographic and geographic information, scale, and north arrow.
4. Provide copies of easements, right-of-way or other access agreements, and copies of other documents required to complete the project. If these are not available, outline what will be pursued as part of project implementation, and provide copies of any boilerplate agreements that will be followed.

Step 4. Instructions on How to Complete Criteria Statements

The *UCFRB Restoration Plan Procedures and Criteria* details the criteria the State will use to evaluate and rank proposals for funding. Those criteria are generally grouped as follows:

- 9 General Legal Criteria derived from natural resource damage legal requirements
- 9 General Policy Criteria that reflect the State's restoration goals and policies
- 2 General Policy Criteria specific to land acquisition projects
- 2 General Policy Criteria specific to monitoring and research projects

For Grant Proposals of \$25,000 or less, applicants are required to only address a subset of these criteria in their applications in **criteria statements**. The State will acquire any additional information needed to evaluate the other criteria. The following section describes the six criteria, in addition to the technical feasibility criterion that is addressed under Step 3, for which an applicant response is **required** for those using the Short Form Application. Please refer to the *RPPC* for a description of the other criteria the State will use to evaluate proposals.

REQUIRED CRITERIA STATEMENTS FOR ALL SHORT FORM APPLICATIONS:

For each criterion indicated below, please provide information about the proposed project that will allow the State to evaluate your proposal as it relates to that specific criterion. **Generally, more detailed responses facilitate the State's review and evaluation of each criterion. Responses that contain insufficient information increase the likelihood that a project application will be rejected during the minimum qualifications evaluation.**

1. **Relationship of Expected Costs to Expected Benefits:** Describe, and if possible, quantify the projects' direct and indirect costs and benefits. Describe benefits to injured natural resources and lost services, including any increased public access provided by the proposal. Benefits and costs of the project are "direct" if they apply to a targeted group of people and/or the natural resources and services that are affected by the project. "Indirect" benefits and costs apply to the general public and resources and services that are affected by the project but are not specifically targeted.
2. **Cost Effectiveness:** Describe the alternatives to the proposed project that were considered, including the no action alternative, if applicable. These alternatives could accomplish the goals of the proposed project, but in a different way, under a different time frame, or with different costs and/or benefits. Compare the benefits and costs of each of the alternatives and provide justification on how the proposed project provides the greatest net benefit in comparison to alternatives.
3. **Impacts to the Environment and Human Health and Safety:** Describe the proposal's potential impacts to the environment and human health and safety. Where a potentially adverse impact to the environment or human health and safety could arise from the project in the short term or long term, describe the measures that will be taken to mitigate these potential impacts and any reasonable alternatives that were considered.

4. **Public Support:** Describe the type and level of public support for your proposal and provide available letters of public support or other supporting documentation.
5. **Public Access:** If public access is relevant to the project, describe the existing type of public access and any changes that will result in access under the proposed projects. Provide a map indicating existing and proposed public access points.

STEP 5. PROPOSAL BUDGET

Provide a budget estimate using the EXCEL spreadsheet provided. Provide a breakdown of major items in the contracted services and equipment categories. **If your project is a multi-year project, costs must be broken down by year.** A separate EXCEL spreadsheet is available for multi-year projects upon request from the NRDP (nrdp@mt.gov). For funding sources other than the UCFRB Restoration Fund, indicate the status of funding commitment. The percentage of matching funds is an evaluation criterion; proposals securing matching funds from other sources may receive a more favorable review than proposals without matching funds.